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ABSTRACT

Developed as part of an exemplary career education program for junior high school students, the student's guide to the Study Work Advisor Program (SWAP) consists of a one-page list of duties of the student participants and the following sample forms: student application for an interview with the project director; teacher's recommendation of student for SWAP; individual student information sheet; parental or guardian permission form; a sheet on overall student helper performance; and a student evaluation form. (JR)

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CAREER EDUCATION

SWAP
STUDY WORK ADVISOR PROGRAM
HANDBOOK
FOR THE
JUNIOR HIGH STUDENT

A CAREER DEVELOPMENTAL PROGRAM

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CAREER AWARENESS
SELF AWARENESS
APPRECIATION & ATTITUDES
DECISION MAKING
SKILL AWARENESS, BEGINNING COMPETENCE
ECONOMIC AWARENESS
EMPLOYABILITY SKILLS
EDUCATIONAL AWARENESS

White Bear Lake
Public Schools

CEO03548

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S W A P

STUDY WORK ADVISOR PROGRAM

HANDBOOK

FOR THE

JUNIOR HIGH STUDENT

by

Joann Boeyink
William Welch

CAREER DEVELOPMENT

Grades 7 - 9

An Exemplary Program
in
Career Education

Funded under the Provisions of Part D
of the Vocational Education Amendment of 1968
for
Independent School District #624
White Bear Lake, Minnesota

Ernest M. Thomsen, Superintendent
Ron Johnstone, Director Vocational Education

1972 - 73

INTRODUCTION

SWAP is a program that will give you a chance to explore the world of work. You will be a helper in a job setting either in or outside of school.

Besides the project director and your employer, an adult will be meeting and working with you on a weekly basis. This is to be a SWAP-ing effort.

The experience should help you build good "on the job" work habits, learn to work with people other than your own age group, and see how your school work fits into your job exploration.

DUTIES OF THE STUDENT

1. Make application for an interview with the project director.

2. Obtain at least three written recommendations from your teacher using the Teacher's Recommendation of Student Form.

3. Complete the Individual Student Information Sheet.

4. Have your parents or guardian fill out the Parental or Guardian Permission Form and return it to the counseling office before you begin your job.

5. Completing assigned classroom work is of utmost importance. Most teachers should indicate that you are using your class time well in their written recommendation of you. Satisfactory progress on quarterly written reports is necessary to continue on your job.

6. Keep a daily log of your work activities on "A Week at a Peek Sheet" on overall student performance. Have your folder up to date. Report to your sponsor on a weekly basis to discuss your work activities from your daily log and receive your reward.

7. Contact your project director two times per quarter to relate your progress on an individual basis. Attend at least two group meetings per quarter with the project director and fellow students in the program.

8. If you are having problems on the job or in school, see your sponsor, counselor, or project director.

9. It is important that you follow the rules of the school, employer, and/or sponsor.

10. If absent, call the school by 9:00 a.m. Notify the employer and project director you will not be there. You may not work on a day you aren't in school.

11. Complete a formal evaluation at the end of each semester.

12. Have fun, learn a lot about yourself, others, and the world of work!

STUDENT APPLICATION FOR INTERVIEW

SWAP (Study - Work - Advisor Program)

Name _____ Phone _____

Parent or Guardian _____

Home address _____

Previous address _____

Birthdate _____ Height _____ Weight _____ Sex ____

How many times (total number of all classes) have you been tardy this year? _____ How many times have you been absent this year? _____

Reasons _____

How is your general health? _____

What has been your average grade the past two years? _____

Have you attended other schools? _____ If yes, name and location of schools _____ Years attended _____

Have you worked for someone before? _____ Where _____

Why do you want to be in the Study Work Advisor Program. _____

_____

_____

_____

For reference, give the names of two people and their occupations

Name	Occupation	Phone Number
_____	_____	_____
_____	_____	_____

I understand that this application is for an interview only and that, if I am selected to be in the Study - Work - Advisor Program, I will accept the responsibilities required of me by the school and my employer:

_____ _____
Signature of Applicant

_____
Signature of Interviewer

TEACHER'S RECOMMENDATION OF STUDENT
FOR SWAP (Study - Work - Advisor Program)

_____
Teacher's Name

_____
Subject

_____ has expressed a desire or been chosen
Name of Student to participate in the SWAP program as a student helper to

_____

_____

_____
Describe helping position

Please evaluate this tudent according to:

1. Academic Level of Performance _____

_____

2. General Classroom Behavior _____

_____

3. Attendance _____

4. Additional Comments _____

_____

If you wanted a student helper, would you choose him/her? _____ _____
Yes No

Thank you for your cooperation. Please return to the counseling office by _____.

_____
Name of Project Director

Your comments will be shared with the student.

INDIVIDUAL STUDENT INFORMATION SHEET

NAME_____

AGE_____

GRADE_____

SEX_____

Date of Initial Interview_____

Date Began as Student Helper_____

Location of Helping Position_____

Student Helper Description of the Work Station_____

_____

Comments on Parental or Guardian Interview_____

_____

_____

_____

Date of Initial Interview with Parents or Guardian_____

Subsequent Interviews

_____

_____

_____

_____

_____

_____
Signature of Project Director

_____
Signature of Sponsor

_____
Signature of Student

PARENTAL OR GUARDIAN PERMISSION FORM

_____ has my permission to participate in the Central Junior High School Study - Work - Advisor Program (SWAP) at _____.
location of helping position

I accept all responsibility during the following times for him/her in the school building or going to and from the building and while at the above mentioned helping station.

_____
Parent or Guardian Signature

.....

Should you have any further questions about your child's involvement in or outside the school, please feel free to call your son's/daughter's sponsor or the Counseling Office, 429-5391.

_____
Signature of Project Director

_____
Signature of Sponsor

_____
Signature of Employer

"A WEEK AT A PEEK" SHEET ON OVERALL STUDENT HELPER PERFORMANCE

Date	Cycle Day	Arrived	Left	Duties Performed
	1			
	2			
	3			
	4			
	5			
	6			

1. Incidents that came up which would be good to share with the small group to find out how they might have handled it or would handle it in the future.

_____

_____

_____

2. Were you able to make decisions on your own? Name at least two. If you made a poor decision and a good one, describe each._____

_____

_____

_____

3. What was the highlight of your week?_____

_____

_____

_____

STUDENT EVALUATION

Your comments will help us take a good look at the program, determine what is good and not so good, and see if it should be continued in the future. Please circle the answer or answers that best convey your attitude toward the program and provide a written comment if you circle the letter with "other" following it or after any other one.

1. Was the job important to you because:
   a. it meant getting a chance to work as a student helper on school time.
   b. of your sponsor.
   c. other.

2. Was your job the type of work related to what you might wish to do some day?
   a. yes
   b. no

3. In what ways did your employer make you feel useful?

_____

4. Has taking on this job changed you in any way in relationship to your:
   a. friends.
   b. teachers.
   c. family.
   d. sponsor.
   e. project director.
   f. other

5. Has your work experience helped you develop more of a sense of responsibility:
   a. on the job.
   b. in school.
   c. at home.
   d. about the world of work.
   e. other

6. What is your relationship with your sponsor?
   a. turn in weekly log with little or no conversation
   b. turn in weekly log with informal chats
   c. talk with them more than once per week
   d. other

7. What is your relationship with your project director?
   a. have seen him/her at least 4 times during the course of the semester about my job
   b. have seen him/her only a few times and conversed very little about my work
   c. other

8. If you were going to run a similar program:
   a. what should be kept?_____
   b. what should be changed?_____

STUDENT EVALUATION
(Cont'd)

9. Is this a worthwhile program to continue?
   a. yes
   b. no

10. Were the weekly meetings worthwhile?
    a. yes_____ why?_____
    b. no_____ Why not?_____

11. What has keeping a log done for you?

_____

ANY OTHER COMMENTS OR SUGGESTIONS: